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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Orientation and Briefing Division

SUBJECT: Weekly Report (4-10 December 1952)

DATE: 11 December 1952

I. INDOCTRINATION

1) On Monday, 8 December, new persons attended the Indoctrination.

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2) Have learned that some of the offices have patterned their detailed office-type indoctrination as a follow-up of this weekly program. This system, in particular, has been well planned under the Requirements Division of ORR. The success of this undertaking is attributable in large measure to the close tie-in of persons from ORR with the Orientation and Briefing Division prior to making final decisions as to the format and content of the office program. This approach might well be used by many other offices in the Agency.

II. ORIENTATION

1) Because of secretarial illness, we have been unable to dictate the official report of the Eighth Orientation Course. In some way, however, we are consoled at the delay because of the additional opportunity to weigh reactions and comments from various people and offices. The report should go forward in the next few days.

2) The following offices have listened to remarks of General Smith and the President: OGI, Personnel, OSI, and General Services. In particular, we are gratified about the attendance of approximately people from General Services since these individuals are in large measure of the lower-salary brackets and, as such, are not eligible to attend the Orientation Courses. They were most appreciative of the opportunity. Other parts of the Agency have indicated a similar desire to listen to parts of the program.

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25 YEAR RE-REVIEW

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III. PRESENTATIONS

1) Spent considerable time with [] Chief, Career Development Staff, Office of Personnel, regarding the development of a format for the Presentations Program on Career Service, which was held on Wednesday, 10 December. As put on by [] in his capacity as moderator, the program could have been improved if it had retained the element of spontaneity. It reacted on the minds of some as too "grooved."

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IV. SPECIAL

1) On Tuesday, 9 December, the Chief, Orientation and Briefing Division, addressed a special Army luncheon at the Pentagon Building. Besides Generals Birgin, Bush and Klein, approximately 50 Colonels and some lower-ranking officers were in attendance. The program consisted in allowing them to ask ten basic questions on any phase of the intelligence mission and then weaving remarks specifically tailored to meet their needs. The experiment proved satisfactory.

2) Informal reports from the SIS indicate that the Economic Panel did not measure up to the standard of other presentations made by CIA to the present group at SIS. The caliber of this undertaking will be strengthened for future courses.

3) As an item of interest, we present figures for 1952 covering total attendance at the courses under the aegis of the Orientation and Briefing Division, Office of Training:—

a) Indoctrination Course (1 Jan. through 31 Dec.)*

[]
*(December figure of [] is estimate)

b) Orientation Course (Jan. through Dec.—4 courses)*

[]
*(Nov. course figure of [] is estimate)

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IV. SPECIAL (continued)

- c) Presentations Program (6 Aug. through 10 Dec.)
10 lectures
(estimate)

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lcc: Chief, Plans and Policy Staff, OTR

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